

## Internship Position

To Apply Please send resume, cover letter, and Student Questionnaire to:

beckyc@vbsr.org

Questions? Call: 802-862-8347 Cell: 603-748-0681

**Business Name: Sojourns Community Clinic**

**Position Title: IT and EMR Implementation Support**

**Opening(s) Available: 1-2**

**Hours per week: 24-40 flexible**

**Start Date: ASAP & Flexible**

**Length of Internship: Ongoing, Flexible**

**Pay: \$10-\$15/hour depending on experience**

**Please list three top qualifications you are looking for:**

- 1. Great computer skills**
- 2. Very organized and detail oriented**
- 3. Experience with software conversions**

**Main Focus: (Check All That Apply)**

**Administrative** ✓

**Sales**

**Project Management** ✓

**Marketing**

**Business Development**

**Public Relations**

**IT** ✓

**Graphic Design**

**Engineering**

**Sustainable Energy**

**Restaurant/Hospitality**

**Retail/Grocer**

**Other: Training** ✓

**Project Name: (if Applicable) Electronic Medical Record Implementation Project (EMR)**

**Brief Description: (Please Write Specifics of Job Duties)**

We are looking for 1 full-time or 2 part-time interns to help with all aspects of our upcoming conversion from paper charts to electronic medical records. The tasks will include overseeing ( and sometimes doing) pre-load of data including data entry and scanning, configuration of network, software and hardware, training non-computer savvy staff in application use including Microsoft Office and Windows 7. There are additional IT related needs as well including cleaning up our servers to remove obsolete material and setting up systems for managing data moving forward. Depending on skills and experience, setting up intranet and other aspects of our network is also a possibility.

**Please write Computer Knowledge Necessary (i.e. specific programs, or technical skills required):**

**Experience working with networks- design of intranets a plus...**

**Microsoft Office 2007 or later (particularly Excel, Word and Outlook)  
Proven ability to learn new applications easily  
Data entry and work with databases.**

**Skills, Attributes, and Knowledge Desired (Check All That Apply)**

Phone ✓	Independent Work ✓	Graphic Design
Public Speaking	Team Work ✓✓	Education/Teaching ✓
Project Management ✓	Administrative Skills ✓✓	Writing Skills
Data Entry ✓✓✓	Research/Research Analysis	Multi-Tasking
Customer Service	Fund Raising	Outdoors Skills
Computer/Technical ✓✓✓	Knowledge of Law	Other: some supervisory experience could be helpful as some student labor may be available
Political	Artistic/Creativity	
Environmental Knowledge	Science	
Management	Publicity	
Good With Numbers ✓	Works Well with People ✓✓✓	

**Your Mission Statement or link to company web-page:**

**We are a non-profit, integrated community clinic serving an average of 380 clients per week. Our mission is to be a model for change in healthcare.  
<http://www.sojourns.org>**

**Intern Supervisor: Cynthia Moore, Executive Director**

**Benefits/Training, Opportunities for students:**

**The HealthCare Reform Act necessitates all medical practices who work with Medicare to adopt Electronic Medical Records or accept reduced reimbursal rates. Experience in the implementation of an EMR will become a very desirable item on resumes throughout the country.**

**The intern will be working with the Executive Director and depending on interest, experience and enthusiasm would have the opportunity to work on a wide variety of other projects (if time allows) including the creation of a community –owned solar farm which is planned for our property this summer.**

**Discounted apothecary items and services including 1 free massage, acupuncture treatment or chiropractic adjustment per week ( on a space available basis and unpaid time)**

**Directions, location, and Public Transportation Available: We are located about 1 mile south of Exit 5 off I-91 on route 5 in Westminster. Local bus service is available.**

**Additional Information/Comments:**